



Tax Deductible Receipts for Donations

Financial Services – Cash Control
Policy C22

Policy:	C22 – Tax Deductible Receipts for Donations
Policy Department(s):	Financial Services – Cash Control
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Policy Purpose

To provide guidelines on the issuing of tax-deductible receipts for Donations that the County receives from individuals or corporations.

Policy Statement

This policy indicates the definitions of different types of donations the County may receive and how the receipts for the donations will be structured to fulfill Canadian Revenue Agency's requirements.

Definitions

“County” means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

“Donations” means gift of Property transferred to the County and done voluntarily, without retaining control over the Property or receiving an advantage or direct benefit to either themselves or anyone not at arm's length from themselves.

“Property” means anything tangible or intangible, moveable or immovable, that a person or an entity owns including rights. There are two types of property:

- Real property, which is any interest in land, including the buildings or the improvements to them
- Personal property, which is anything other than land, includes items such as furniture, clothing, art, bank accounts, stocks, patents, and copyrights.

Policy Guidelines

1. Tax deductible receipts for Donations to the County will be issued in accordance with the Income Tax Act of Canada. Donations must be voluntary with no expectation of return of benefit of any kind to the donor.



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2. The receipt must be signed by the Director of Financial Services or designate and be identified as tax deductible as per Finance Department Procedures. If no cash is involved, a receipt can be issued on a letterhead for fair market value for goods received. No receipt will be issued for provision of services.
3. Receipts for cash gifts must have the following:
 - 3.1. A statement that it is an official receipt for income tax purposes;
 - 3.2. The name and address of the County as on file with the Canada Revenue Agency (CRA);
 - 3.3. A unique serial number;
 - 3.4. The registration number issued by the CRA;
 - 3.5. The location where the receipt was issued (city, town, municipality);
 - 3.6. The date or year the gift was received;
 - 3.7. The date the receipt was issued;
 - 3.8. The full name, including middle initial, and address of the donor
 - 3.9. The amount of the gift;
 - 3.10. The amount and description of any advantage received by the donor;
 - 3.11. The eligible amount of the gift;
 - 3.12. The signature of an individual authorized by the County; and
 - 3.13. The name and website address of the CRA.
4. Receipts for non-cash gifts must also include:
 - 4.1. The date the gift was received;
 - 4.2. A brief description of the gift received by the County; and
 - 4.3. The name and address of the appraiser (if the gift was appraised).
5. The amount of a non-cash gift must be its fair market value at the time the gift was made.
6. The County will not accept Donations or issue donation receipts on behalf of non-qualified beneficiaries, unless the donations are for the benefit of a County-owned facility, or a program operated by the County.

Attachments

N/A



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References

Legal Authorities	Income Tax Act
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development
Other	N/A

Revision History

Review Date	Description
November 28, 2022	Reviewed and Amended CM20221128.017
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